

**Reference Number:** 300-03-DD

**Title of Document:** Annual Certification of Electrical Systems, Mechanical Systems, Mixing Valves, Fire Alarm Systems, ~~and~~ Fire Sprinkler Systems, ~~and~~ Emergency Generators, and Energy Management Systems for Renewal of Licensure

**Date of Issue:** February 10, 1988

**Effective Date:** February 10, 1988

**Last Review Date:** ~~December 15, 2010~~ May 1, 2006 (REVISED)

**Date of Last Revision:** December 15, 2010

**Applicability:** All ~~DSN~~-Licensed Facilities, including DDSN Regional Centers and DDSN Operated or Contracted For Operation Community Residential Homes and Day Programs

---

### **Purpose**

This procedural document establishes policies for ~~annual~~ the required certification of electrical systems, mechanical systems, mixing valves, fire alarm systems, fire sprinkler systems, ~~and~~ emergency generators ~~and energy management systems~~ for renewal of existing licenses of all ~~ICF/MR and CRCF~~ DDSN or provider-owned facilities/homes and/or day programs ~~owned by the department~~. These policies are established to insure proper maintenance of facility support systems, thereby providing a safe and comfortable environment for the consumers.

### **Procedure**

Electrical Systems, Mechanical Systems, Mixing Valves, ~~and~~ Fire Alarm Systems

Each Regional Center ~~or provider agency~~ shall ~~provide~~ perform a complete and thorough inspections of all electrical systems, mechanical systems, mixing valves, and fire alarm systems ~~as required by the appropriate licensing entity associated with DHEC licensed-~~

~~facilities~~, and they shall obtain the necessary certification as required ~~by DHEC regulations~~. These inspections will normally be performed by qualified ~~provider~~ maintenance staff ~~technicians~~. However, the Annual Fire Alarm Inspection must be performed by a certified fire alarm contractor. A checklist for each facility/~~home or day program~~ should be filled out with a letter certifying that the systems are safe and in good operating condition. (See Attachments ~~A, B, and C~~ for guidance on what should be included in these checklists.)

To the extent possible, the deficiencies cited during these inspections should be corrected by ~~the regional centers provider maintenance staff~~. However, at times it may be necessary to obtain contractor assistance. (For example, items critical to life safety must be corrected as soon as possible and may require the use of contractors). Other items as required by DHEC must be corrected prior to ~~licensure and/or~~ certification.

#### Fire Sprinkler Systems

~~The Facilities/homes or day programs equipped with~~ sprinkler systems ~~at each facility~~ shall be inspected in accordance with NFPA 25 standards and DHEC requirements. The following inspections are required to maintain certification: monthly, quarterly, semi-annual, annual, and ~~five (5) year inspections~~. For ~~state provider-owned community residences and administrative/day program buildings and DDSN owned community homes~~, the monthly, quarterly, and semi-annual inspections are ~~normally performed by local staff (either residential staff or local provider maintenance staff).~~ ~~For regional centers, the monthly, quarterly, and semi-annual inspections are performed by the regional center maintenance staff.~~ Monthly, quarterly, and semi-annual inspections must be documented with appropriate checklists. (See ~~a~~ ~~Attachment D and E~~ for sprinkler system inspection forms). Annual and ~~five (5) year sprinkler inspections~~ must be performed by a certified sprinkler contractor. ~~This service will be provided by the Central Office through the use of a statewide contract. However, each regional center will be responsible for paying their portion of the contract and for coordinating certification with DHEC.~~

~~For Regional Centers the monthly, quarterly, and semi-annual inspections are performed by the Regional Center maintenance staff. Monthly, quarterly, and semi-annual inspections must be documented with appropriate checklists. (See Attachment D and E for sprinkler system inspection forms). Annual and five (5) year sprinkler inspections must be performed by a certified sprinkler contractor.~~

#### Emergency Generators and Energy Management Systems

Each Regional Center ~~or provider agency~~ shall ~~provide perform~~ a complete and thorough inspection of all emergency generators ~~and energy management systems~~. Service contracts with qualified contractors are encouraged to ensure that ~~these systems generators~~ are maintained in good operating condition. Service contracts for generators will normally include semi-annual and/or annual inspections by qualified contractors.

However, weekly and monthly inspections by ~~site provider~~ maintenance ~~personnel~~ staff are also required. (See Attachment F for a typical Monthly Generator Inspection checklist).

#### Planning and Scheduling of Inspections

It is expected that ~~the regional centers~~ provider staff will establish ~~use the agency's facility management software (SchoolDude) to provide a~~ comprehensive preventative maintenance program for the equipment included in this directive ~~planning and scheduling~~. This program should include ~~This includes~~ the scheduling of all annual ~~facility~~ certification inspections for residential or day programs. ~~One module of this software package (PMDirect) can be used to generate work orders with inspection checklists for all required inspections. Copies of completed inspections can be scanned and attached to the appropriate work orders to provide easily accessible documentation to prove DHEC compliance.~~ Checklists and other certification documents should be maintained on file; both at the location being inspected and at a central office location, since these documents are required for licensure and/or certification.

The Regional Centers will use the agency's facility management software (School Dude) to provide comprehensive preventative maintenance planning and scheduling. This includes the scheduling of all annual certification inspections for residential or day programs. One module of this software package (PMDirect) can be used to generate work orders with inspection checklists for all required inspections. Copies of completed inspections can be scanned and attached to the appropriate work orders to provide easily accessible documentation to prove DHEC compliance.

#### Inspection by Engineering & Planning

The Department of Engineering and Planning will perform periodic inspections of all ~~DDSN and state provider-owned facilities (community residences, county board support facilities, and regional centers)~~ homes or day programs to help ensure quality inspection programs are being used. These inspections will be for in-house use only and not for ~~DHEC licensure or~~ certification.

---

Tom Waring  
Associate State Director-Administration  
(Originator)

---

Beverly A.H. Buscemi, Ph. D  
State Director  
(Approved)

#### Attachments:

Attachment A: Annual Facility Inspection Report – General Building Inspection  
Attachment B: Electrical Inspection  
Attachment C: Mixing Valve Inspection Check List

Attachment D: Fire Sprinkler Systems – Monthly and Quarterly Inspection Form  
Attachment E: Fire Sprinkler Systems – Semi-Annual Waterflow Alarm Test Form  
Attachment F: Generator Inspection Check List